



Illinois Department of Corrections

Administrative Directive

Number:

04.01.105

Title:

Facility Orientation

Effective:

3/1/2021

Authorized by:

[Original Authorized Copy on File]

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Acting Director

Supersedes:

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Authority:

730 ILCS 5/3-2-2

Related ACA Standards:

5-ACI-4B-27, 5-ACI-5A-01,03,04,05.

Referenced Policies:

05.07.102

Referenced Forms:

DOC 0291 – Offender Orientation Receipt

I. POLICY

The Department shall establish a comprehensive orientation program for incoming offenders at all correctional facilities that shall include the distribution of an orientation manual prepared in a format consistent throughout the Department.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written guidelines for staff to ensure that an orientation program and manual is provided to each offender admitted to the correctional facility.

B. Applicability

This directive is applicable to all correctional facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive of the level of Chief Administrative Officer or above may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Orientation status - the time that an offender must serve being oriented to a new facility upon transfer, including transfer from a Reception and Classification Center.

Reception status - the time that an offender must serve upon admission to the Department or upon return through a Reception and Classification Center as an escapee, a parole or mandatory supervised release violator or an individual who has violated adult transition or electronic monitoring rules.

Security Threat Group (STG) - individuals or groups of individuals, both within and outside of the Department, who pose a threat to the safety of the public, staff, offenders and to the security and orderly management of a correctional facility.

F. General Provisions

1. An offender's reception status at a Reception and Classification Center shall terminate

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once the offender is transferred to an assigned correctional facility in accordance with Administrative Directive 05.07.102.

2. Upon transfer from any facility, including a Reception and Classification Center, the offender shall be placed in orientation status and shall be housed separately from general population, when feasible, until completion of the orientation program.
3. A facility orientation program shall be presented to each incoming offender and completed within seven (7) calendar days after admission, except in unusual circumstances. For a non-English speaking offender, reasonable efforts shall be made for the orientation to be explained to him or her in a language he or she understands.
 - a. The program shall stress all pertinent aspects of the facility's expectations of each offender and what an offender may expect to derive from established programs and services. It shall include, where applicable, an explanation of orientation status, disciplinary rules, grievance procedures, the Security Threat Group avoidance renunciation policies and protective custody.
 - b. An orientation manual shall be provided to each offender. The manual shall be explained to the offender during the orientation program.
 - c. Offenders shall receive written orientation materials and/or translations in their own language. Orientation materials may also be provided electronically, but offenders in special management and restrictive housing must be provided information in a written format so that their access to information is not impeded by their custody status.
 - d. When a literacy problem exists, a staff member shall assist the offender in understanding the material.
 - e. At the conclusion of the orientation program, each offender shall be requested to sign an Offender Orientation Receipt, DOC 0291, indicating he or she has participated in the orientation program and has obtained a copy of the manual. If an offender refuses to sign the DOC 0291, the employee shall document the refusal on the DOC 0291 and sign and date.
 - f. The DOC 0291 shall be placed in the offender's master record file or center file as appropriate.
4. The facility's orientation manual shall be maintained on a current basis.

G. Development of an Orientation Manual

An orientation manual shall be prepared in a format that addresses in detail, but shall not be limited to, the following areas:

1. General Introduction

This section of the manual shall provide general information concerning the mission and goals of the Department and fundamental information concerning the process for new admissions regarding classification, placement and orientation.

 - a. Statement of Purpose
 - b. Classification

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- c. Placement
- d. Orientation Status for offenders

2. Organization

This section shall provide general information regarding the organization of the facility.

- a. Table of Organization
- b. Responsibilities of Major Departments

3. Operations

This section shall describe fundamental information concerning the following:

- a. Admission Procedures
- b. Housing Units
 - (1) General Population
 - (2) Restrictive Housing
 - (3) Administrative Detention
 - (4) Temporary Confinement
 - (5) Protective Custody
 - (6) Other Specialized Housing
- c. Schedules
- d. Movement
- e. Assignment
- f. Department Rules including, but not limited to:
 - (1) Diminution of Sentence
 - (2) Earned Discretionary Sentence Credit
 - (3) Earned Program Sentence Credit
 - (4) Assignment Committees
 - (5) Library Services and Legal Materials
 - (6) Committed Persons Business Ventures
 - (7) Cleanliness and Grooming for Offenders

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- (8) Discipline
 - (9) Grievance Procedures
 - (10) Rights and Privileges
 - (11) Transfers
 - (12) Personal Property
 - (13) Reimbursement for Expenses
 - (14) Chaplaincy Services and Religious Practices
 - g. Institutional Rules
 - h. The Security Threat Group Renunciation Process
 - i. Specimen Collection for Genetic Marker Indexing
 - j. Procedures for reporting sexual abuse, assault or misconduct and current mailing addresses and telephone numbers, including toll-free hotline numbers of local, State and national victim advocacy or rape crisis organizations.
 - 4. Programs and Services

This section shall provide a comprehensive catalog of available programs.

 - a. Educational
 - b. Vocational
 - c. Case Management and Counseling
 - d. Medical and Health Care
 - e. Americans With Disabilities Accommodations
 - f. HIV and AIDS counseling and testing
 - g. Mental Health
 - h. Leisure Time Activities and Recreation
 - i. Chaplaincy and Religious Services
 - j. Library, including satellite law library, where applicable
 - k. Volunteers
 - l. Release Planning, including Birth Certificate, Social Security Card, Certificate of Relief from Disabilities and issuing temporary IDs
 - m. Substance Abuse Programs
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